

# INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

## Director of Accounting

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Elyse Fenneman at [EFenneman@spd.IN.gov](mailto:EFenneman@spd.IN.gov) and Blake Blanch at [BBlanch@ihcda.in.gov](mailto:BBlanch@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 584178 via the state's job bank at [www.in.gov/spd](http://www.in.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

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<b>Title</b>	Director of Accounting	<b>Exempt</b>
<b>Department</b>	Accounting	
<b>Reports to</b>	Chief Financial Officer	<b>Date last revised:</b> Feb 2013
<b>Supervises</b>	4 direct reports	
<b>Summary</b>	The Director of Accounting contributes to fulfilling IHCDCA's mission and strategic goals by managing all accounting functions and providing internal and external parties financial information and reports.	
<b>Evaluation of performance</b>	<ul style="list-style-type: none"> <li>• Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description;</li> <li>• Meeting all personal SMART goals agreed upon between the Director of Accounting and the Chief Financial Officer for each year;</li> <li>• Meeting all project deadlines, and other quality indicators;</li> <li>• Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDCA and its associated governing entities; and</li> <li>• Interacting positively with external partners by demonstrating quality customer service and proactive communication.</li> </ul>	
<b>Key outcomes expected</b>	<ul style="list-style-type: none"> <li>• Oversees the general accounting function of the agency, which includes financial reporting and balance sheet management.</li> <li>• Develop and lead month end closing process</li> <li>• Produce monthly and quarterly internal financials</li> <li>• Produce year-end financials and supplemental A-133 information</li> <li>• Oversee accounts payable</li> <li>• Establish annual budget and monitor budget to actual numbers</li> <li>• Maintain accounting procedures manual</li> <li>• Oversee cost allocation to departments and programs</li> <li>• Ensure strong internal controls and A-133 compliance</li> <li>• Lead or assist with coordination of external audits. Coordinates work relating to both internal and external audits in the periodic review of the company financial records. Is further responsible for the implementation of agreed upon recommendations, related to areas of responsibility, resulting from the audit findings</li> <li>• Provide oversight and training to direct reports</li> <li>• Provide leadership in all areas, including customer service, and professionalism.</li> <li>• Effectively perform all management functions of interviewing, coaching, training, disciplining, and evaluating performance, according to IHCDCA practices.</li> <li>• Research regulatory and programmatic issues as needed.</li> <li>• Ensures that company financial records, under responsibility, are maintained in compliance with company policies and applicable regulations.</li> <li>• Ensures that the computer system continues to operate as required. Involved in validating/designing suggested changes to ensure accounting requirements continue to be met.</li> <li>• Ensures that the accounting department is staffed with qualified financial personnel capable of meeting the objectives and responsibilities, noted above. Responsible for continued development of these staff. Hold staff accountable for meeting goals/assignments and take appropriate steps when problems occur.</li> </ul>	

<b>Knowledge, Skills and Abilities (KSA)</b>	<p>Excellent communication and leadership skills are mandatory. Able to effectively communicate with a variety of individuals of diverse backgrounds, education, and economic levels.</p> <p>Demonstrates customer service orientation.</p> <p>Able to work well in a team environment.</p> <p>Proficient in basic computer skills, including Microsoft Word, Excel, Outlook, Power Point, Internet usage, etc.</p> <p>Prior management experience required.</p> <p>Strong knowledge of US GAAP and GASB, internal controls and financial reporting, required.</p> <p>Experience in analyzing business performance and developing financial plans within a non-profit or government environment desirable.</p> <p>Demonstrated ability to form, lead and develop high-performing teams.</p> <p>Ability to work collaboratively across departmental functions</p> <p>Has experience in: Forecasting, Financial Planning and Strategy, Strategic Planning, Financial Diagnosis, Quality Management, Dealing with Complexity, Managing Processes, Decision Making, Accounting</p>
<b>Education, experience, degrees, licenses, etc.</b>	<p>Undergraduate Degree in Accounting plus CPA certification; MBA a plus</p> <p>At least 5 years of progressive work experience in Public Accounting or Private Industry accounting.</p>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.